

August 19, 2005

**EAC RFP # 05-03 - RESEARCH ASSISTANCE TO THE ELECTION
ASSISTANCE COMMISSION TO STUDY THE FEASIBILITY AND
ADVISABILITY OF ESTABLISHING A PROGRAM OF FREE RETURN
POSTAGE FOR ABSENTEE BALLOTS**

PROPOSAL INSTRUCTIONS

All proposals shall be submitted electronically to Nicole Mortellito (nmortellito@eac.gov) by 12:00pm (Eastern Time) on September 6, 2005. Microsoft Word 2000 or above, Excel, and Microsoft Project are the required document formats. Technical and Cost Proposals shall be submitted as separate files.

Requests for clarifications and questions can be submitted electronically to Carol Paquette (cpaquette@eac.gov) no later than 12:00 pm (Eastern Time) on August 24, 2005. Any questions and answers will be distributed in writing to all potential bidders without attribution.

TECHNICAL PROPOSAL INSTRUCTIONS

In the Technical Proposal, bidders are requested to state each numbered item below, followed by the response to that item. All proposals should be as brief as possible. Please note there are page limitations for each item. Any additional materials submitted will not be considered in the evaluation.

1. Provide a project work plan that describes how the Contractor will accomplish each of the project tasks. The plan must include a PERT or Gantt chart showing major activities and milestones. Assume a project start date of September 12, 2005. The work plan should discuss each task beginning with Task 4.4 Develop a working group to advise on the project. This plan should include a discussion of the methodology that will be used for the research and analysis activities. A three level Work Breakdown Structure should be included, along with a matrix of personnel proposed for each task. Provide a one page experience summary for all senior project personnel indicating the relevance of their experience to this work. Limited to 15 pages, not including staff experience summaries.
2. Provide 3-5 examples of comparable research and analysis performed by your organization in the past five years. Describe how this work is relevant to the EAC research effort. Include the name of the project, the sponsor, the sponsor's project manager with telephone and e-mail contact information, period of performance, and value of the award. Limited to 2 pages per example.

3. Provide a brief description of the Principal Investigator's qualifications relative to managing and performing the types of activities described in the Statement of Work. Provide 3-5 examples of comparable work performed in the past five years, with a description of the specific responsibilities of the Principal Investigator. Include the name of the project, the sponsor, the sponsor's project manager with telephone and e-mail contact information, period of performance, and value of the award. Limited to 2 pages per example. Provide a current resume. The Principal Investigator is classified as key personnel for this contract.
4. Discuss what you consider to be the three biggest risks for the successful completion of this project, and why they are a risk. Describe how you plan to manage these risks. Limited to 5 pages.
5. Discuss the five reasons that your team is the best qualified candidate to perform this work. Limited to three pages.

COST PROPOSAL INSTRUCTIONS

You must provide the following information on the first page of the cost proposal:

1. RFP number
2. Date of submission
3. Name and address of offeror
4. Employer's Identification Number (tax ID #)
5. Point of contact name, telephone, FAX, and email address
6. Remittance address, if different from contractor address
7. Classification of business (E.g., small business; other than small business; small disadvantaged business; small woman-owned business. Indicate if self-identified or officially designated by Small Business Administration.)
8. Type of business organization (E.g., corporation, partnership, sole proprietorship)
9. Cognizant Federal Contract Audit Agency (if applicable)
10. Whether your organization is subject to cost accounting standards
11. Payment terms, e.g., monthly, upon completion of deliverables. Provide a completed and signed EFT form for electronic payment. This form can be obtained from Nicole Mortellito and is included in attachment form on the initial e-mail you received regarding this RFP. For copies please e-mail Nicole at NMortellito@eac.gov.
12. Proposed cost
13. Name, title, and signature of individual authorized to commit organization
14. The following statement:

“This proposal reflects our estimates and/or actual costs as of this date. BY submitting this proposal, we grant the Contracting Officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and

other data, regardless of type or form or whether specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.”

Provide the breakdown of the following basic cost elements, as applicable, beginning on the second page of the cost proposal:

1. Direct labor – Provide a monthly breakdown of labor hours, rates, and total cost by appropriate labor category, based on your internal cost accounting system.
2. Subcontracts – List each subcontract, the services obtained, and the amount. If any one subcontract exceeds \$100,000, you must include the subcontractor cost proposal as an appendix.
3. Other Costs – Provide total cost estimate by category: e.g., travel, computer charges, consultant services, etc.

EVALUATION CRITERIA

These are the criteria and assigned values that will be used by the Source Selection Panel to evaluate the technical proposals. Cost proposals will be evaluated on a best value to the government basis.

1. Demonstrated understanding of the issues associated with the management procedures and costs of conducting absentee voting. (25 points)
2. Demonstrated awareness of factors impacting voting participation, in particular for elderly and disabled citizens. (10 points)
3. Quality and clarity of work plan. (20 points)
4. Relevant organizational experience. (15 points)
5. Relevant Principal Investigator’s experience. (15 points)
6. Compliance with proposal instructions. (5 points)
7. Results of reference checks. (10 points)
 - a. Was work done on schedule?
 - b. Was work done within budget?
 - c. Describe quality of work product.
 - d. Describe working relationship.
 - e. Describe unique insights, value-added results that contractor produced.